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January 10, 2007

Re: Request for Bid # K07-7068-28
Develop and Implement Software to Manage and Retrieve Large
Digital Collections

AMENDMENT #1

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following clarifications/changes to the above referenced Request for Proposal.

1. The following consists of questions raised by potential bidders on the above referenced solicitation and the AOC's responses.

Q. Page 14 – Section 3 –B21 Constraints and Assumptions. Who is the Library's scanning/ digitization contractor and what hardware /software platform is currently being utilized to scan and index content?

A – The Library does not yet have a scanning contractor. It is planned that materials will include images and OCR text.

Q. Does the state already have an existing infrastructure, including scanners and scan stations required to digitize the documents? Is scanning and indexing the documents out of the scope of this RFP? i.e.

Is the state simply looking for a contractor to implement the back end portion of an ECM solution, which will address content management Search and retrieval functionality?

A. The Library currently does not have scanning hardware, but will seek scanning contractors at a later time. Scanning, therefore, is out of the scope of this RFP, which is intended solely to provide the "back-end" repository software.

Q. Does the state have taxonomy for the document to be scanned and indexed? If so could we please obtain a copy? If no taxonomy exists, Could you please provide us with the number of document classification i.e. Number of pages and size of each document. This is needed to for proper system sizing and to provide a fixed price bid.

A. Metadata fields will depend on the collection being hosted by the repository software. Some collections will not use any descriptive taxonomy beyond authorship, date and other factual identification. Other collections will likely reflect the MARC records already present in the Library's online catalog. Metadata fields should be large enough and numerous enough to provide for sufficient flexibility for varying types of documents. Documents typically will consist of between 40 and 300 pages.

Q. Does the state already have a preference regarding the COST solution to be implemented? Is so, what COST software is preferred? If not, could the state provide a range for the amount budgeted for this project?

A. The design requirements for the system have been outlined in the RFB. It is the respondent's responsibility to propose a solution. We cannot provide the amount budgeted for this project.

Q. Page 15 – Section 4. Duration of contract states the contract is not exceed 90 days from the date of the award. Is this period firm?

A. Yes.

Q. Page 15 – Section 5. Estimated Quantities – Please provide an explanation regarding the context of this section.

A. This is a standard contract clause that allows the Judiciary to adjust quantities of goods or services if necessary.

Q. Section II, 3B, Software Development 20, Client and Vendor Responsibilities.

a. “ Provide a dedicated contact person and backup for this project.”

- i. What is mean here by “dedicated”?
- ii. Is this person required to be on site after installation? Please elaborate.

A. 1. a

i. A "dedicated person" is a named contact who will arrange for a response to purchaser's questions within 24 hours, or sooner if appropriate, given industry standards of customer service. [Bob--please verify this. Thanks!]

ii. No, the person is not required to be on-site after installation.

Q. Section III, A1C, Technical Proposal Requirements.

a. "The languages in which the respondent will provide fluent written and spoken translations."

A. This is not pertinent to the solicitation and should be disregarded.

2. Extension of Bid Due Date

The bid due date is hereby extended to February 8, 2007. Bids are due no later than 12:00 p.m. (eastern standard time) on this date.

3. Price proposal must include line item pricing for all 6 categories.

Sincerely,

Karen Hoang
Procurement Specialist